Financial Accountant Role Profile

PROFILE

Department	Finance
Working Hours	9.00 am – 17:30 pm Monday to Friday or 09:30 – 18:00 (variable depending on team workload)
Reports to	Finance Manager GBC

Purpose	Responsible for handling financial matters in respect of the South Africa and United Kingdom Office and the coordination of financial affairs in the international offices. Accountable for Transaction processing, Reporting, Control and Decision Support

Key Performance Area	Performance Outputs
Accounts Preparation: Management and Statutory Accounts	• Assist in the preparation of monthly management accounts for the London office and provide support to the various Business Teams senior management of the firm (eg, human resources, technology, office services, etc.) . • Incorporate the trial balances and cash books of some non-UK offices into the firm's consolidated monthly accounts. • Passing accounting adjustments, journal processing, the review of balance sheet control accounts. • Contribute to the preparation of quarterly Group management accounts for the firm, together with supporting commentary explaining and interpreting the results. • Assist in the preparation of the Group's Limited Liability Partnership financial statements under applicable International Financial Reporting Standards. • Assist in the preparation of the statutory financial statements of some of the LLP's subsidiary undertakings. • Create audit files and answer any audit queries that may arise. • Load payments to suppliers and assist with Statutory Returns (VAT, Provisional Tax, Income Tax, CIPC, etc.). • Produce and send global functional reports. • Project manage task deadlines for various portfolios. • Advise the team of IFRS updates/ changes.
Analysis, Explanation and Interpretation	• Review and understand key trends and variances in the figures as well as the explanation of these to both finance and non-finance staff. • Correspondence and meetings as required with senior manager and heads of departments to discuss monthly reports, variances, trends and future expectations.

Key Performance Area	Performance Outputs
	• Correction of any errors in posting and dealing with other queries raised. • Work with International finance teams to help them understand their results. • Prepare global functional reports that is analysed by senior management.
Budget	• Assist in the preparation of the firm's annual budget for certain United Kingdom and South Africa business team departments. This requires close liaison with senior management. • Work with non-UK office managing partners and finance teams in order to produce their annual budget. • Assist with the preparation of the global budget. • Testing of budget systems/tools. • Provide training to other accountants.
Additional Roles or Responsibilities	• Perform additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements. • Review accountants work • Testing, review and development of adhoc finance projects

REQUIREMENTS PROFILE

QUALIFICATIONS

Title	NQF Level	Importance
Grade 12 or equivalent	4	Required
Bachelor of Commerce / Business Science in Accounting or Equivalent	7	Required
Articles	N/A	Recommended

MENTAL & ENVIRONMENTAL / LEGAL REQUIREMENTS

Mental & Environmental Requirements
• This position demands exceptional quality, attention to detail, strict adherence to pre-determined deadlines in a high pressure environment. • Ability to deliver on tasks independently. • High level of resilience and persistence. • Ability to work with all levels within an organization.

EXPERIENCE

Process/Place/Area	Involvement	Period (Year(s))	Importance
Accounting	Operational	5	Required
Financial accounting experience	Operational	1	Recommended

KNOWLEDGE & SKILLS AND COMPETENCIES

	Description	Importance
System Skills	Microsoft Office	Intermediate
	3E	Recommended
	OneStream	Recommended
	Power BI	Recommended
	Chrome River / Emburse Enterprise	Recommended
Technical Skills	• Highly numerate and competent in Excel (for fee analysis and reporting) with a high degree of financial acumen. • Proficient in pivot tables and lookups, for manipulating large quantities of data. • Analytical review, interpretation of trends and delivering results in a deadline environment. • Ability to troubleshoot and analyze data. • Working with multiple currencies and stakeholders located at multiple locations concurrently. • Commitment to ethical behavior with a willingness to adhere to all company policies and current financial legislation. • Ability to liaise with stakeholders at all levels effectively and efficiently.	
Behavioral Competencies	• Flexible approach to work and responsibilities. • Excellent attention to detail and accuracy. • Excellent communication skills (listening, written and spoken). • Customer service mind set. • Self-motivated and eager to learn. • Positive attitude • Ability to handle queries efficiently with diplomacy and tact. • Ability to follow instructions precisely. • Adapting and responding to change. • Strong work ethic with an inherent sense of urgency. • Working constructively with others. • Delivering through others. • Review of other accountants work. • Able to be self-proficient and work independently on tasks.	